



Little Eagles Daycare Center
Leakey Independent School District
PO Box 1129 429 N US Hwy 83 Leakey, Texas 78873
Ph (830) 232-5595 Fax (830) 232-5535
www.leakeyisd.net



Welcome to Leakey ISD's Little Eagles!

Please turn in your completed enrollment form, registration fee, and all required documentation listed below to center Director, Jessica Haecker. **Incomplete packets will not be accepted.**

- Completed Enrollment Form
- Birth Certificate
- Immunization Record
- Student Social Security Card
- Parent Identification
- Proof of Residency (Utility bill, lease, etc)
- Registration Fee \$10 (payable to Leakey ISD)

Important Considerations! Before enrolling your child in the Little Eagles Child Care Program, please consider the following policies:

- **ATTENDANCE POLICY** - Regular tuition will be charged for absences. This policy has been adopted because costs for staff and programs remain the same when children are absent. **Unexcused absences in excess of 30 in a program year (September - August) may result in withdrawal from the child care program.** Children are expected to attend fulltime (6 hours or more per day/30 hours or more per week), year round in this program in order to maintain a spot.
- **TUITION POLICY** - Tuition is due in advance each week. Tuition is charged in full day increments only. Little Eagles does not offer a part-time option. For purposes of attendance and tuition, a day is defined as a division of time consisting of between 6 to 10.5 hours in a 24-hour period, beginning at 7am daily. The center is open Monday through Friday, 7am -5:30pm.
- **VACATION POLICY** - Families will receive five consecutive days (1 week) vacation credits annually. No fees will be charged for vacation if the office has been notified within two weeks prior or after the absence **and vacation credits are available.** If no vacation credits are available, families must pay full tuition for the days they are not in attendance. The office appreciates notification in advance if at all possible.
- **ATTENDANCE POLICY** - If your child will be absent, notify the Center by phone at 830-232-5595 or via Kangarootime as soon as possible. A note signed by the parent may also be left in the office notifying us of an absence. **Unexcused absences in excess of 30 in a program year (September - August) may result in withdrawal from the child care program.**
- **TERMINATION POLICY** - Parents may terminate their child's enrollment at any time, provided they give two weeks written notice in advance of the termination day. Failure to give proper notice will result in parents being responsible for the payment of those two-week fees. This will be enforced unless the reason for the termination is beyond the control of the parents (e.g., lay off, birth of new baby, etc.).



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Enrollment Form

Child's Full Name:		Sex:
Date of Birth:		Age as of Sept 1st:
Mailing Address/City, State, Zip:		
Primary Contact #1 (Contact must be parent/guardian)		Primary Contact #2 (Contact must be parent/guardian)
Name:		Name:
Physical Address:		Physical Address:
E-Mail Address:		E-Mail Address:
Cell Phone:		Cell Phone:
Cell Phone Provider:		Cell Phone Provider:
Driver's License No:		Driver's License No:
Employer/Occupation:		Employer/Occupation:
Work Phone:		Work Phone:

Emergency Contact/Release of Child

I authorize Leakey ISD - Little Eagles to release my child to the following people and they may be called in an emergency. Please list names in the order you want people contacted.

Name	Address	Relationship	Phone	Driver's License No.

X

Signature required by Parent or Legal Guardian

Date

Pertinent Information

Parents are: Married Divorced Separated Widowed Other: _____

Child lives with: Both parents Mother Father Other: _____

If divorced, separated or state custody arrangements;
Copies of court documents might be requested by the School Office

Is child adopted: Yes No Does he/she know: Yes No

Was child premature? Yes No

Child's previous group experience: _____

Hours child will be in school: _____

Other members of the family (and/or other people living in the household):			
Full Name	Age	Date of Birth	Sex

Home language: _____ Race (optional): _____

Hospitalization in last 12 months? Yes No Describe: _____

Serious illnesses or injuries? Yes No Describe: _____

Special screenings for motor development? Yes No When: _____ With whom? _____

Special screenings for developmental delay? Yes No When: _____ With whom? _____

Yes No My child has been examined within the past year by a health care professional and is able to participate in the program. Within 12 months of admission, I will return the signed Health Form to the School Office.

Name of Health Care Professional:	Address of Health Care Professional:
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X _____
Signature required by Parent or Legal Guardian Date

Allergy Information

Not applicable Known allergies (food, airborne, environmental etc.) _____

Describe reaction: _____

Describe treatment plan: _____

List any health concerns: _____

Long Term Medication

Not applicable Name of medicine: _____

Dosage: _____ Time(s) to be given: _____

Please note that a Medical Action Plan might be requested from your physician.

Short term medication—separate forms required.

Medical Insurance Company _____ Policy Holder Name: _____

Address: _____ Policy/Group No: _____

Agent Name: _____ Phone No: _____

Emergency Medical/Dental Information

If a medical emergency should occur while my child is in the care Leakey ISD - Little Eagles, I authorize the Director or an employed staff member to take my child to the **nearest emergency room or medical center**. I give my con-sent for any and all necessary treatment when my child is in the care of this medical facility.

Physician's Name: _____ Phone No: _____

Address: _____

Dentist Name: _____ Phone No: _____

Address: _____

Additional Information

Gang-Free Zone - Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone where criminal offenses related to organized criminal activity are subject to harsher penalties.

Americans with Disabilities Act - Child care operations are public accommodations under the Act, Title III. If you believe that such an operation may be practicing discrimination in violation of the Act you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Title IX - The Leakey Independent School District, Little Eagles Child Care Center, and the Career & Technology Education Program do not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

Background Checks - All child care center staff are background checked and fingerprinted in order to determine whether a background check subject's presence at the child care center complies with federal law, state law, administrative rules and minimum standards in order to protect the health or safety of children.

X _____

Signature required by Parent or Legal Guardian

Date



Little Eagles Daycare Center



Class and Fee Schedule for 2021—2022			
Class	Hours	Daily	Weekly
Infants (12w-17mos)	7am - 5:30pm	\$30	\$150
Toddlers (18-35 mos)	7am - 5:30pm	\$28	\$140

Children should be the age of designated class by September 1st

Maximum class size: Infants = 13 Toddlers = 20 (as of 11-11-2021)

Registration Fee: \$10, non-refundable

Tuition Payments: Tuition is due in advance each week. Tuition is charged in full day increments only. Little Eagles does not offer a part-time option. For purposes of attendance and tuition, a day is defined as a division of time consisting of between 6 to 10.5 hours in a 24-hour period, beginning at 7am daily. The center is open Monday through Friday, 7am - 5:30pm. If tuition is paid on Monday for the week of childcare, there will be a \$10 late fee. The fee increases to \$25 per day thereafter. Tuition that is left unpaid for two weeks or more will result in withdrawal from the program.

Subsidy Assistance: The Texas Workforce Commission child care services program provides financial aid (also known as subsidy) for child care to families who meet income requirements, promoting long-term self-sufficiency by enabling parents to work or attend education activities. This program strives to educate parents about the availability of quality child care, enhance children's early learning, and support early learning programs. For more information call the TWC at (800) 888-9436 Ext. 211.

Vacation Policy - Families will receive five consecutive days (1 week) vacation credits annually. No fees will be charged for vacation if the office has been notified within two weeks prior or after the absence and vacation credits are available. If no vacation credits are available, families must pay full tuition for the days they are not in attendance. The office appreciates notification in advance if at all possible.

Absence Policy- If your child will be absent, notify the Center by phone at 830-232-5595 or via Kangarootime as soon as possible. A note signed by the parent may also be left in the office notifying us of an absence. Unexcused absences in excess of 30 in a program year (September - August) may result in withdrawal from the child care program.

Termination Policy- Parents may terminate their child's enrollment at any time, provided they give two weeks written notice in advance of the termination day. Failure to give proper notice will result in parents being responsible for the payment of those two-week fees. This will be enforced unless the reason for the termination is beyond the control of the parents (e.g., lay off, birth of new baby, etc).